

From: Commandant

To: YN3 Yvonne Makalena, USCG

Subj: LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty from 1 January 2001 to 31 March 2001 while assigned to the Customer Service Branch, Integrated Support Command Honolulu, Hawaii. During this period you demonstrated exceptional leadership. You mentored a new Seaman Apprentice and inspired him to set an unprecedented example for his peers. Under your tutelage, he became fully qualified for advancement to Seaman and passed his E-5 military requirements course within four months of graduation from boot camp. Your willingness to take on additional duties was another example of your leadership. On 1 March, the Customer Service Branch began issuing Department of Defense vehicle decals to Oahu Coast Guard personnel. You obtained the required DOD regulations and provided key input to the issuing process. During the initial 10 days, over 50 decals were issued with no loss in productivity in our other customer services. Furthermore, you obtained an Air Force database called "COP BASE" which provides an excellent vehicle tracking system for our security force. During this period, you learned the new LUFs-NT system in order to process procurement requests within the Personnel Division. Due to your high degree of integrity and work ethic, you were also approved by the command as an alternate agent cashier. This collateral duty is normally assigned to an E-6 or senior E-5 due to the responsibility involved. You also assumed the alternate Mass Transit Coordinator collateral. Each month you issued 50 bus passes valued at over \$1,200. During this period, you not only excelled in your job performance but in your personal development as well. As a reservist on extended active duty, you scored number 7 out of 134 on the E-5 active duty exam. Your final placement was the second highest in the entire district. You also took two CLEPS and attended college classes to further your education. Additionally, you were active in the Sea Partners program, participated in an elementary school reading program, and participated in the Special Olympics.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard.

3. You are hereby authorized to wear the Commandant's Letter of Commendation Ribbon Bar (Gold star in lieu of a second).

C. M. KELLY
Captain, U. S. Coast Guard
Commanding Officer, Integrated Support Command
Honolulu, Hawaii